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29 January 1953

REPORT FOR THE WEEK OF 26 - 30 JANUARY

To: The Deputy Director of Training (General)

From: Management Training Division

1. Accomplishments

[redacted] will complete the basic phase of the Human Resources Program with a group of 16 Section Chiefs in OCD on Friday.

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~~I commenced~~ The basic phase of the Human Resources Program with a group of 18 Section Chiefs in FDD on Tuesday. This is the final group in FDD; three groups will have been processed in this program in FDD.

I attended a meeting of [redacted] staff with the administrative officers and with representatives of the Comptroller's Office to discuss the organization of the financial operations in DDP, for over two hours on Wednesday. This was arranged through [redacted] and [redacted]. Extremely worthwhile.

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2. Developing Plans

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[redacted] and I are meeting with [redacted] on Friday to see what can be done to provide training for the Records Officers who are to be appointed for each organizational component. [redacted] seems to have pretty extended ideas of what he would like. I don't believe that his office has yet completely thought through the basic doctrine. This should have leads into other aspects of administrative training.

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Due to the absence of several of the top supervisors in the Medical Office until 1 March, supervisory training there has been postponed until after that date.

An initial presentation of the CIA Human Resources Program will be made to the top policy staff in TSS on 10 February, with the idea of conducting this program throughout TSS.

Preparing for follow-up meetings in OCD on 3, 4, and 5 February.

Checking on a great many supervisory training ~~films~~. We can use very few of them.

3.

No report.

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25 YEAR RE-REVIEW